

## Santiago Canyon College's Online Teaching Certificate Program

Santiago Canyon College is committed to providing our students with a high-quality online class experience that achieves the intended class outcomes, demonstrates meaningful communication, has a clear and logical structure, and is accessible to everyone. As a member of our online teaching certificate program you will experience online learning from the student perspective, make connections and share experiences with other professors, and create a community of practice surrounding online course design while designing your future online or hybrid class.

SCC's Fall, 2016 Online Instructor Certificate program will begin on Tuesday, September 6<sup>th</sup>. The first class in the **three class series (3 months)** will be *Introduction to Online Teaching and Learning*. We will continue in March with *Teaching Online with Blackboard* (or maybe Canvas!) and finish with *Designing Accessible Media*, concluding May 20<sup>th</sup>.

### What to Expect

The course is 100% online. Each class will be 4 weeks in length and will require approximately 10 hours of work per week. I will schedule one synchronous one hour course orientation during the first week of *Introduction to Online Teaching and Learning*. Anyone who cannot attend in person will be able to view the recording. Participants are expected to log in frequently throughout the week, as discussions will be on-going and require you to be regularly present to help create a meaningful learning community. Participants should have basic computer skills! You should be comfortable with word processing, file management, Internet browsing, uploading and downloading files, etc.

All of the work in the program is progressive. The assignments lead you through the process of designing your online class. When you complete the certificate you will be on your way to deploying your own online class, complete with an effective Blackboard course design, introductory documents, a welcome orientation video, and one complete learning unit/week of class material.

Please send me an email if you are interesting in enrolling (contact information below). Additional instructions will be sent out to everyone who has contacted me.

### What People Are Saying About the Program!

"I feel far more prepared"

"I liked that the assignments doubled as development work for my own online class"

"I learned a lot about how to organize and structure an online course"

"I really enjoyed the community and feedback that I got from other teachers"

"I feel like I can now create assignments that are easier to understand"

"Our time was not wasted...every aspect of the three classes was valuable"

## Introduction to Online Teaching and Learning

### Learning Objectives

- Demonstrate and incorporate California Community College distance education policies and procedures and Title 5 requirements.
- Develop class policies including, but not limited to, those for grading, providing timely feedback, and student conduct issues.
- Develop an online course design map based on learning outcomes.
- Design learning activities that support a variety of learning styles and promote interaction.
- Create an instructional module for an online course or program that is the basis for the development of a complete online course.
- Apply principles of copyright and "fair use" to online content and develop strategies to encourage student integrity in your online class.
- Locate Creative Commons licensed content for use in your online course

## Teaching Online with Blackboard

### Learning Objectives

- Demonstrate clear/intuitive course design
- Demonstrate use of common Blackboard tools
- Design and deploy assignments and assessments
- Demonstrate effective grade center design
- Demonstrate effective grading and feedback for Blackboard assignments and assessments
- Construct a Blackboard how-to instruction sheet based upon an evaluation of Blackboard utilities
- Design a Blackboard class that scores in the *Accomplished* or *Exemplary* level on the [Course Design Rubric for the Online Education Initiative](#) in the areas of Course Design, Interaction and Collaboration, and Assessment using one complete Learning Unit.

## Designing Accessible Media

### Learning Objectives

- Identify fundamental issues surrounding accessibility of distance education.
- Identify fundamental assistive technologies commonly used by students and explain the issues related to each technology in a distance education context.
- Apply pertinent (California Community College System, State, and Federal) requirements for accessibility and discuss the reasons for these requirements.
- Locate accessibility resources on own campus as well as those available system-wide.
- Create a plan for modifying your existing online course or a plan for creating a new course that includes accessibility.
- Demonstrate usability and accessibility principles for creating electronic documents, such as page layouts, use of headings and styles, use of color, naming links, text descriptions for images.
- Create accessible media, such as MS Word documents, Acrobat PDF, PowerPoint, HTML, and various video formats.
- Discover resources for creating transcripts and adding captions to audio and video files.
- Identify key issues surrounding the delivery of accessible online courses through Blackboard.

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## Contact

To enroll, please email Scott James at [james\\_scott@sccollege.edu](mailto:james_scott@sccollege.edu).